

KEP-SK Registry

1 NOV 1985


LOGGED

DCI/IC 85-5460

15 October 1985

MEMORANDUM FOR: See Distribution

FROM:


Executive Officer, ICS

STAT

SUBJECT:

Highlight Report for the DDCI Covering the Period
9-17 October

Using the attached format, please provide by noon, 17 October a one-page highlight report for the DDCI summarizing major activities of your office during the period 9-17 October 1985. To facilitate consolidation of the reports, I would prefer receiving them as a document "message" on the Wang system. Negative reports are requested.


STAT

DCI/ICS,

STAT

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PBS HIGHLIGHTS
9-17 October 1985

- o Please use bullets like this and limit the report to one page. Adherence to this standard format will minimize the editing required to produce a consistent, composite report for the entire Staff. If sub-points need to be made, please use double ticks like this:
 - Sub-point one is entered here with indentation under the first word like this.
 - Sub-point two
 - etc.
- o Ditto
- o Ditto
- o Thanks

CLASSIFICATION